

Waste & Recycling Record Sheet

Understanding your waste is key to introducing a cost effective waste and recycling service. Use this record sheet to identify what your waste consists of, and the approximate volume.

To carry out the audit, split your waste in to the three categories Dry Mixed Recycling, Glass, and Landfill, and monitor over the course of four weeks. If the amount of waste and recycling you produce is consistent, then you may only need to record over two weeks. If you produce food waste, then this can be recorded separately on the 'Food Waste Record Sheet'.

The table records volume in terms of black bags. If you are able to establish roughly how many full bags of each item you are producing per week, then this will provide a guide to the size of bin required to fulfil your needs.



Items under the 'Dry Mixed Recycling' category are: office paper; envelopes; newspapers; magazines; brochures; leaflets; catalogues; telephone directories; cardboard packaging; cardboard tubes; food cans; beverage cans; empty aerosol cans; biscuit and sweet tins; plastic bottles; detergent bottles; rigid plastic packaging including yoghurt pots and fruit punnets.

Items under the 'Glass' category are: all types of glass bottles and jars.

Items under the 'Landfill' category are: any items not listed above, and not recorded via the food waste record sheet.

| Material Type | | Dry Mixed Recycling | Glass | Landfill |
|-----------------------------|------|---------------------|-------------|-------------|
| Week | Date | No. of Bags | No. of Bags | No. of Bags |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| Total | | | | |
| Average per week | | | | |
| Approximate bin size | | | | |

Food Waste Record Sheet

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The Waste (Scotland) Regulations 2012 require all businesses to take the following actions with food waste:

- If you run a food business which produces over 50kg of food waste per week, you must present it for separate collection from 1 January 2014
- The requirement to present food waste for separate collection will extend to all food businesses producing over 5kg of food waste per week from 1 January 2016
- Where food collections are available, it will be illegal to dispose of food into the public sewer, e.g. using a macerator

If your business is located in a rural area, you are exempt from all food waste requirements. To check if new legislation applies to your area, please visit:

<http://faq.zerowastescotland.org.uk/ruralsearch/>

What does 50kg of food waste look like?

If you do not have the facilities to weigh your food waste, the easiest way to approximate the weight is by using the image below as a guide. The bin on the left is a 240L bin (same size as your household waste bin). The bin on the right is a 140L. The lines on each bin show roughly how full the bin would have to be of black bags, if the contents were 50kg of food waste only.

You may not require to complete all the columns in the record table, however if you do, it can help you target specific areas of your business where improvement can be made to save money, and reduce waste.

Measure the amount of food waste being produce in terms of black bags. This will give you an overall total, which can help determine the size of bin required.

| Area Arising | Preparation | Spoilage | Customer | Out of Date | Total |
|-----------------|-------------|-------------|-------------|-------------|-------------|
| Day | No. of Bags | No. of Bags | No. of Bags | No. of Bags | No. of Bags |
| Monday | | | | | |
| Tuesday | | | | | |
| Wednesday | | | | | |
| Thursday | | | | | |
| Friday | | | | | |
| Saturday | | | | | |
| Sunday | | | | | |
| Weekly Total | | | | | |
| Approx Bin Size | | | | | |

